Index

CONTRACTOR'S GENERAL RESPONSIBILITIES

Purpose. To inform contractor's of their general responsibilities for post managed construction projects.

Use for all post managed construction projects regardless of size.

The following is required of all construction contractors and subcontractors:

- Contractors must demonstrate understanding of their responsibilities under Post Managed Construction Project safety program by addressing hazards in pre-planning processes and meetings.

- Prior to starting a project, each contractor is required to review the work site and identify hazards that may occur while performing the job.

- Prior to starting a project, the contractor shall contact Contracting Officer, to ensure they have received pertinent information for the project including requirements for permits, floor plans, utility information, asbestos, lead based paint, and other hazardous materials.

- Per 15 FAM 935, contractors must provide their employees with a safe and healthful condition of employment.

- Contractors are expected to provide a" competent person" to implement Site health and safety plan and to oversee its compliance. A competent person is an individual who, by way of training and/or experience, is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, is designated by the employer, and has authority to take appropriate actions.

- The Contractor shall be responsible for the removal and/or disposal of hazardous waste generated from the project. Hazardous waste generated from the project must be removed and disposed of in accordance with the Department's Hazardous Waste Management Policy as well as local rules and regulations.

- The contractor shall ensure proper safety, health and environmental requirements of EM 385-1-1 applicable to their project are followed.

- The contractor shall ensure individuals working at the site are trained and are aware of potential hazards. Contractors shall ensure that these individuals are provided with proper safety equipment to prevent accidental injury in accordance with the requirements of the contract.

- Contractors will report accidents to POSHO.

BARRICADING AND FENCING

Purpose. To inform contractors of their responsibility to maintain a safe and accessible path-of-travel for all pedestrians, including those with disabilities. Barricades act as warning devices, alerting others of the hazards created by construction activities, and should be used to control vehicular and pedestrian traffic safely through or around the work site.

Use if you have any of the following:

- Areas where construction debris is dropped without the use of an enclosed chute.
- Areas with temporary wiring operating at more than 600 volts.
- Work areas for electrical equipment with exposed, energized parts.
- The swing radius of the rotating superstructure of cranes or other equipment.
- Areas where equipment is left unattended near a roadway at night.
- Excavations.
- Areas used for the preparation of explosive charges or blasting operations.
- Street openings, such as manholes.
- Construction areas in energized electrical substations.

Contractor is required to:

- Erect and maintain for the duration of the Contract proper barricades including fencing material, traffic cones, caution tape and temporary curb ramps complying with all access codes and regulations at all closed crosswalks and existing closed curb ramps.
- Obtain all applicable permits required by the regulations.
- Furnish, erect, and maintain all necessary signs, barricades, lighting, fencing, bridging, and flaggers that conform to the requirements set forth by OSHA.
- Ensure that no construction materials be stored and/or placed on the path-of travel.
- Maintain the construction barriers in a sound, neat, and clean condition.
- Not occupy public sidewalks except where pedestrian protection is provided. The Contractor shall not obstruct free and convenient approach to any fire hydrant, alarm box, or utility box.
- Remove barriers and enclosures upon completion of the work in accordance with applicable regulatory requirements and to the satisfaction of the owner.
- Provide protection for pedestrians consistent with all local codes, including the Americans with Disabilities Act.

ELECTRICAL SAFETY

Purpose. To inform contractors of their responsibilities when performing work that may impact electrical systems on posts' properties.

Use anytime a contractor may impact the electrical system. Such activities include, but are not limited to:

. • Installation of electrical systems, components, machinery, and equipment.
. • Alterations of electrical systems, components, machinery, and equipment.
. • Maintenance of existing systems and equipment.
. • Demolition of existing systems.
. • Temporary planned outages.
. • Tests and diagnostics.

Contractors are required to:

- Identify any potential sources of electrical energy likely to cause death, injury, or serious physical harm.

- Notify the POSHO and the Project Manager of impact activities prior to the start of work.

- Coordinate planned outages with POSHO and the Project Manager.

- Ensure all employees performing impact activities have received sufficient training in compliance with post's, OBO's and local regulations.

- Ensure all employees are provided adequate personal protective equipment as required by the regulations mentioned below.

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- Ensure all work is performed in accordance with the guidelines of federal and local regulations listed below.

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- Follow Lock-Out/Tag-Out procedures for the Control of Hazardous Energy as specified in the OSHA 29 CFR 1910.147 Standard, and in the Post's Lock-Out/Tag-Out program.

LOCKOUT / TAGOUT

Purpose. To inform contractors of their responsibilities when performing lockout/tagout activities at posts to ensure all persons potentially affected by de-energizing or re- energizing of building systems are properly protected and notified.

Use anytime electrical, pneumatic, mechanical, thermal, hydraulic, and chemical, energies are found that must be controlled to prevent serious or fatal injuries.

Contractors are responsible for the following:

- Having a lockout/tag out program prior to performing work.
- Having trained employees prior to performing work.
- Understanding and complying with the Post's lockout program.
- Informing the contracting officer and POSHO if their program deviates from the Post's program.
- Coordinating with the POSHO prior to performing lockout/tag out activities.
- Providing their own lockout/tag out equipment that meet OSHA standards.
- Performing lockout/tag out activities in accordance with OSHA standards.
- Following special procedures for jobs requiring multiple lockout devices and those involving shift or personnel changes.

FALL PROTECTION

Purpose. To inform contractors of their responsibilities when performing work at elevated surfaces at posts.

Use anytime a contractor is suspected to work at unguarded locations above six feet. Such locations may include but is not limited to the following:

. • Portable and fixed ladders
. • Aerial lifts
. • Scaffolds
. • Roofs
. • Elevated work locations and platforms

Contractors are required to:

- Reduce the hazards associated with falls.
- Control fall hazards first through engineering controls.
- Institute personal fall arrest systems, administrative controls and training when engineering controls are not feasible.
- Have a formal fall protection program in accordance with OSHA requirements or equivalent as determined by the POSHO
- Have the necessary fall protection equipment to safely perform the job.
- Have workers properly trained in the use of fall protection equipment.
- Have supervisors (or competent personnel) who ensure the use of fall protection equipment as required.

HAZARD COMMUNICATIONS

Purpose. To inform contractors of their responsibilities under OBO's hazard communication policy regarding potentially hazardous materials present on construction sites and in posts buildings.

Use for all post managed construction projects.

Contractor are required to:

- Maintain an effective hazard communication program.
- Ensure that POSHOs disclose known site-specific hazards such as the presence of chemical, radiological or biological materials to post managed construction contractors.
- Maintain and have accessible copies of Material Safety Data Sheets (MSDSs or equivalents) for hazardous chemicals brought onto post's property.
- Forward MSDSs of hazardous materials (that produce strong odors) to the POSHO for review.
- Use and store all hazardous or flammable chemicals, liquids, or gases brought onto the project site in approved containers conforming to post's and applicable local regulations.
- Secure permits, if applicable, for the temporary storage of hazardous materials on the project site.
- Ensure that spills of hazardous materials are contained and cleaned-up immediately and that all necessary means and materials are maintained at the work site to accomplish this task.
- Notify the POSHO immediately of a hazardous material spill.
- Report to POSHO immediately the discovery of any hazardous materials which has not been rendered harmless.

HAND AND POWER TOOL SAFETY

Purpose. To inform contractors of their responsibilities with respect to safe working conditions of tools and equipment.

Use anytime contractor utilizes hand and portable power tools and other hand-held equipment.

Contractors are required to:

- Ensure the safety of tools and equipment used by its employees.
- Inspect at regular intervals and maintain in good repair all tools in accordance with the manufacturers' specification.
- Ensure that all operating and moving parts operate and are clean.
- Require that appropriate personal protective equipment be worn for hazards that may be encountered while using portable power tools and hand tools.
- Ensure that tools are used for their intended purposes.
- Ensure that all employees receive instruction on regulations and the safe use of each power tool.
- Provide owners' manuals including manufacturer's specifications and suggested work practices and make available upon request to all employees required to use the equipment.

SCAFFOLDING

Purpose. To inform contractors of their responsibilities when using, erecting and breaking down scaffolding.

Use anytime scaffoldings are used.

Contractors are required to:

- Understand and comply with the Post's Contractor Safety Program and propose scaffolding structure that is equivalent to those required by OSHA or accepted by POSHO.
- Ensure all employees have received training in the use of scaffoldings.
- Contact the POSHO with questions regarding safety and required precautions.

Contractors are also required to ensure that scaffoldings are:

- Erected and dismantled by competent workers, under the supervision of knowledgeable and experienced supervisors.
- Erected on sound and rigid footing, capable of carrying the maximum intended load without settling or displacement.
- Securely fastened with all braces, pins, screw jacks, base plates and other fittings installed as required by the manufacturer.
- Limited to authorized personnel only, especially after working hours.
- Equipped with standard guardrails and toe boards on all open sides and ends of platforms four (4) to ten (10) feet in height.
- Provided with a screen with maximum ½ inch openings between the toe board and the guardrail, where persons are required to work or pass under the scaffold.
- Replaced or repaired immediately if scaffolding and accessories have any defective parts.
- Provided with an access ladder or equivalent safe access.

The contractor shall ensure that the planking be:

- Scaffold grade or equivalent.
- Overlapped a minimum of 12 inches or secured from movement.
- Extended over their end supports for less than 6 and never more than 12 inches.

NOISE

Purpose. To inform contractors of their responsibilities to their employees and post's community with respect to construction generated noise pollution. Post may impose additional time limitations on particular projects expected to make noise.

Use for any construction project that generates noise.

Contractors are required to:

- Identify noisy equipment and noisy operations and plan their work to provide maximal noise protection to employees and the community.

- Schedule noisy operations during off hours if possible. Noisy construction or demolition can be performed only during the hours of 7:00 am through 7:00 pm on weekdays, and the generated noise cannot exceed 80 dB except for pile driving.

- Provide a plan for how a contractor will comply with these regulations to the POSHO in advance of the project.

- Erect barriers to isolate occupied space from noisy operations when required.

- Implement a hearing conservation program when employees are exposed to 80 dB or more in an 8-hour day. These programs include annual audiometric testing and require hearing protection devices, such as earplugs.

- Implement engineering or administrative noise controls when exposure exceeds 85 db. Engineering controls include redesigning the space to reduce machinery noise, replacing machinery with quieter equipment, enclosing the noise source or enclosing the noise receiver. Administrative controls include mandating the length of time an employee can be exposed to a particular noise source.

HOT WORK PERMIT

Purpose. To inform contractors of their responsibilities when performing hot work activities at posts. The hot work permit is designed to reduce the potential of an uncontrolled ignition of materials in a hot work area.

Use anytime contractor's work involves heat, flame, sparks, or smoke. Examples of hot work include but are not limited to brazing, cutting, grinding, soldering, gas or arc welding, and torch-applied roofing. Hot work permits are not required during the construction of new facilities or renovations of unoccupied existing facilities.

Contractors must be responsible for the following:

- Understanding and complying with the Post's hot work permit program.
- Having trained employees and approved fire prevention equipment on site prior to performing work.
- Obtaining a hot work permit from the POSHO prior to the hot work activity within occupied existing facilities, 40 feet of a building or potential hazard such as a fuel storage tank, and confined spaces regardless of location.
- Coordinating with the POSHO the temporary shutdown of localized fire systems to prevent possible fire alarm activation and disruption of normal business operations.
- Posting the hot work permit at the job site in an accessible and conspicuous location.
- Submitting the hot work permit to the POSHO at the completion of the activity.
- Conducting their hot work activities in a sound fire safe manner and following the precautions outlined on the hot work permit.
- Assuring that a firewatcher remains on the job for 60 minutes after the completion of the hot work.

TRENCHING AND EXCAVATIONS

Purpose. To inform contractors of their responsibilities while performing trenching and excavation operations at posts.

Use anytime drilling, digging and trenching are performed.

Contractors must apply the following safety controls:

- Before any excavation work begins, underground utilities shall be identified and the location marked of underground pipes, electrical conductors, gas lines or other structures.
- Evaluation is required of the trenching site by a "competent person" who knows and is trained to identify soil types, proper protective systems and hazardous conditions.
- Contact local authorities for procedures and notification requirements.
- Conduct a daily inspection of the excavation and the adjacent areas prior to work and as needed during the workday. If there are any unsafe conditions, work shall stop in the excavation and personnel removed until the problems are corrected.
- Monitor and recognize hazardous atmospheres and conditions such as vibration, external loads, weather conditions, ground water conditions and confined spaces.
- Check all protective material or equipment for any damage.
- When excavations are deeper than 4 feet, ladders or steps shall be located so that a worker does not need to travel more than 25 feet in the excavation before being able to exit. See OSHA's confined space standard 29 CFR-1910.148 for testing before employees enter excavations greater than 4 feet in depth.
- Each employee in an excavation shall be protected from cave-ins by an adequate protective system designed in accordance with OSHA Standard 1926, Subpart P.
- Examination of the ground by a competent person for excavations less than five (5) feet in depth must present no indication of a potential cave-in hazard. If a cave-in hazard exists, protective systems are required.
- When excavations are deeper than five (5) feet, the sides shall be provided with a protective system (shored, braced or sloped sufficiently) to protect against hazardous ground movement.
- When heavy equipment will be operated nearby, the shoring or bracing shall be able to

withstand this extra load regardless of the depth of the excavation. For any excavation that a person will enter, all dirt, debris and excavation material shall be effectively stored or retained at least two (2) feet from the edge of the excavation.

- Adequate protection from hazards associated with water accumulation should be in place before working in excavations.
- Signs and Barricades shall be displayed at all excavation/trenching sites.
- All excavations into which a person could fall, or trip shall be guarded. While work is being performed in or near the opening, the guards surrounding the area shall be maintained.
- Barricades at least 3 to 5 feet high shall be spaced no further than ten (10) feet apart and yellow and black "Caution, Do Not Enter" construction tape shall be stretched securely between the barricades.
- A registered professional engineer (or foreign equivalent) shall design excavations more than twenty feet deep.
- Excavations should be covered and not left open overnight, whenever possible.

CONFINED SPACE ENTRY

Purpose. To inform contractors of their responsibilities during confined space entry activities at posts. Confined space is defined as any space that:

(1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
(2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
(3) Is not designed for continuous employee occupancy.

Use anytime you may have confined space in your construction project. Types of confined space entries may include but are not limited to: telecommunication manholes, HVAC systems, sewer manholes, sewage ejection chambers, steam manholes, crawlspaces, boilers, tanks, and water- meter manholes.

The contractor is required to:

- Identify permit-required confined spaces.
- Evaluate each confined space for the following:
    - Presence of explosive gases equal to or greater than 10% of lower explosive limit (LEL).
    - Oxygen Deficiency and Oxygen Enriched Atmospheres
    - Concentrations of Carbon Monoxide and Hydrogen Sulfide.
    - Electric shocks, burns, walking/working surfaces, heat stress, noise hazards, and/or any other recognized hazard.
- Control potential hazards with the following measures:
    - Mechanical – Use proper lockout/tag out procedures when needed to prevent hazards within the confined space
    - Ventilation – If exposed to harmful vapors or an oxygen deficient atmosphere exists; a ventilation fan shall be used for the duration of the job.
    - Slips and fall – Use caution if shoes and /or ladders are wet or oily. Inspect shoes prior to entry.
    - Burns and Heat Stress – The use of a ventilation fan will provide cooler temperatures. Use caution around hot equipment and avoid overexertion within the space. Take frequent breaks if needed.
    - To prevent an explosion, do not use equipment that may cause flame or sparks in an oxygen-enriched atmosphere.
    - Personal protective equipment (goggles, gloves, dust mask, respirator) shall be worn when a potential hazard exists.
- Coordinate entry operations when employees are working in or near the area.
- Inform the POSHO of entry procedures that will be followed and of any hazards identified or created.
- Provide documentation of their company's entry procedures to Contracting Officer or POSHO before work begins.
- Provide rescue operation procedures